

THOMAS L. GARTHWAITE, M.D. Director and Chief Medical Officer

FRED LEAF

Chief Operating Officer

COUNTY OF LOS ANGELES DEPARTMENT OF HEALTH SERVICES 313 N. Figueroa, Los Angeles, CA 90012

(213) 240-8101

June 17, 2003

TO:

Each Supervisor

FROM:

Thomas L. Garthwaite, M.D.

Director and Chief Medical Officer

SUBJECT:

DEPARTMENTAL COMPLIANCE TO THE COUNTY'S EMPLOYEE

PERFORMANCE EVALUATION POLICY

This is in response to your inquiry relative to the Department of Health Services' compliance with the County's Employee Performance Evaluation policy. The Department has not reached 100% compliance for several reasons, including day to day unanticipated priorities, and an apparent culturally pervasive attitude among some managers that performance evaluations are not important.

I will ensure, however, that the Department becomes fully compliant with Civil Service Rules, and expect full compliance to be achieved by December 31, 2003. Following are actions that are being taken to ensure that this occurs:

- An April 1, 2003 memorandum was issued by Fred Leaf, Chief Operating Officer, to DHS
 executive managers regarding the County's timeliness performance standards for
 performance evaluations, as well as Appraisals of Promotability (Attached).
- The Department is in the process of implementing an enhanced electronic monitoring system and will include unannounced audits to monitor compliance.
- The Director of the Department's newly consolidated Human Resources office has been instructed to advise the facility Chief Executive Officers and Public Health Director to cite executive managers, for areas under their purview, that are not in full compliance with the County's Employee Performance Evaluation policy. Non-compliance will be addressed in their performance ratings and in accordance with the Civil Service Rules and disciplinary process. The Chief Operating Officer will cite his immediate subordinates and I will cite mine.

Gloria Molina

Gloria Molina First District

Yvonne Brathwaite Burke Second District

> Zev Yaroslavsky Third District

> > Don Knabe Fourth District

Michael D. Antonovich
Fifth District

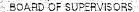
Each Supervisor June 24, 2003 Page 2

If you have any questions or need additional information, please let me know.

TLG:sps 305:012

Attachment

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisor
Michael Henry, Department of Human Resources





THOMAS L. GARTHWAITE, M.D. Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012

(213) 240-7738

April 1, 2003

TO:

Hugo Almeida

Melinda Anderson Beryl Brooks Charles Canales Carolyn Clark Consuelo Diaz

Ernest Espinoza

Jonathan Fielding, MD, MPH

Harry Furuya Carol Gunter

Jeffrey Guterman, MD

Sachi Hamai Joseph Keys

FROM:

Fred Leaf

Chief Operating Officer

SUBJECT:

TIMELINESS PERFORMANCE STANDARD FOR COMPLETION OF

Willie T. May

Gretchen McGinley

Susan Montenegro

Tobi Moree-White

Miguel Ortiz-Marroquin

Tecla Mickoseff

Robert Navarro

Elaine Palialogos Dave Runke

John Schunhoff

John Wallace

Janel Walters

Gary Wells

PERFORMANCE EVALUATIONS (PE) AND APPRAISALS OF

PROMOTABILITY (AP): UPDATE

This is a redistribution of the February 1, 2000 and April 1, 2001 reminder to follow the standard of timely completion of Performance Evaluations (PE) and Appraisals of Promotability (AP). The timeliness standard applies to all persons who sign, at any level, another employee's PE or AP. Effective July 24, 2001, the Board of Supervisors instructed all County Department Heads to report on the completion rate of PEs.

Regarding PEs, all probationers (first time and promotional) shall receive an interim PE by the end of the third month, and before the end of the sixth month. In addition, permanent employees must receive annual PEs. This is in compliance with Civil Service Rule 20.02 of the County Code.

Gloria Molina First District

Yvonne Brathwaite Burke Second District

Zev Yaroslavsky
Third District

Don Knabe Fourth District

Michael D. Antonovich Fifth District Hugo Almeida, et al April 1, 2003 Page 2

Regarding APs, all DHS Human Resources Offices are expected to distribute APs in a timely manner to expeditiously complete examinations. The AP must be returned to the Human Resources office, by the work site, no more than thirty (30) days from the date of mailing of the AP to the work site.

Failure to follow the timeliness standard for APs and PEs damages employee morale and impedes career advancement. Also, lack of adherence is inexcusably and repeatedly harmful to the Department and costly to the County in it's 1) investigation of worker's compensation and discipline cases, 2) presentations on cases before the Los Angeles County Employee Relations and Civil Service Commissions, and 3) court trials. This includes, but is not limited to, matters of appeals, discrimination charges, and disciplinary actions (i.e., warnings, reprimands, suspensions, reductions and discharges).

Failure to follow the timeliness standard of PEs and APs may subject the responsible person(s) to discipline. (See "EMPLOYEE EVALUATION and DISCIPLINE GUIDELINES - APRIL, 1999," pp. 3-12 GUIDELINES FOR PERFORMANCE EVALUATION; pp. 16-19, APPRAISAL OF PROMOTABILITY, p. 37, E. JOB PERFORMANCE, 9. Failure to carry out supervisory duties...promptly.")

Annual PEs shall be completed by the last date of the month based upon the <u>last digit</u> of the employee number (i.e., 0 = March; 1 = April; 2 = May; 3 = July; 4 = August; 5 = September; 6 = October; 7 = November; 8 = January; and 9 = February). All MAP annual performance evaluations are to be completed by September 30. It is the responsibility of each supervisor to keep track of this information and complete PEs accordingly.

If you have any questions, please contact Rene Topalian, Acting Director, DHS Human Resources at (323) 869-7133.

FL:cb

c: Thomas L. Garthwaite, MD DHS Employees